

Work Session

Agenda Item #	11
Meeting Date	March 7, 2005
Prepared By	Barbara B. Matthews
Approved By	

Discussion Item	Discussion of evaluation criteria for City Manager
Background	In accordance with the employment agreement between the City of Takoma Park and the City Manager, an evaluation of the City Manager's performance is to be conducted on an annual basis. The City Council and the City Manager recently met to discuss and to finalize the evaluation criteria for 2005.
Policy	The employment agreement between the City of Takoma Park and the City Manager provides for an annual evaluation of the City Manager's performance. Such evaluations are a good mechanism of ensuring strong working relationships and of communicating priorities.
Fiscal Impact	None
Attachments	Copy of City Manager's performance evaluation form for 2005
Recommendation	The City Council will present the agreed upon evaluation criteria for the City Manager.
Special Consideration	

City Manager Performance Evaluation July 2005

Performance evaluations are done to provide the employee with feedback on performance, including areas identified as strengths or in need of improvement. Your candid assessment will enable the City Manager to do a more effective job in meeting the expectations of the City Council. Please evaluate performance in each area as indicated below. Comments will be especially helpful in determining how improvements can be made.

1. COUNCIL/CITY MANAGER RELATIONS

Does the City Manager keep the City Council informed of major issues so as to avoid the Council being surprised? Are all Councilmembers treated equally and fairly in terms of information sharing and access to the City Manager? Is there prompt follow-up to questions or requests for information?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

2. COMMUNITY RELATIONS

Is the City Manager perceived as being responsive to community concerns? Is she accessible to citizens and other constituents? Is she "visible" in terms of being known and participating in appropriate community activities? Does she present a positive image of the City Government? Does she demonstrate sufficient interest in the community's present and future? Does she make an effort to reach groups that do not generally participate in City activities?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

3. NEWS MEDIA/PRESS RELATIONS

Is the City Manager accessible to the news media? Is information provided in an accurate and timely manner? Is the City Manager an articulate spokesperson for the City to the news media?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

4. ORGANIZATIONAL LEADERSHIP AND DEVELOPMENT

Does the City Manager set a positive example for the City organization in terms of work habits, promotion of citizen involvement in decision-making processes, courtesy and responsiveness, respect for cultural and individual differences, etc.? Does the structure of the City organization adequately meet community needs? Does the City Manager ensure that the City Council's policies and priorities are implemented in a timely manner within available resources?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

5. GENERAL ADMINISTRATION

Does the City Manager have sound public management skills? Does she appear to keep abreast of changes in the city management profession? Does she take advantage of professional development opportunities and encourage staff to do likewise? Are recommendations well thought out and adequately explained?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

6. PERSONNEL ADMINISTRATION

Do employees reporting directly to the City Manager appear to be adequately supervised? Motivated? Informed of City Council concerns and policy direction? Does the City Manager appear to be knowledgeable of the activities of the departments? Do employees appear to be treated fairly and professionally? Does the City Manager appear to have the respect of City staff?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

7. FINANCIAL ADMINISTRATION

Does the City Manager have sound financial management skills? Is the proper attention paid to controlling expenses and addressing community needs with available resources? Is there adequate focus on longer-term financial needs for the city? Does the City Manager keep the City Council apprised of the City's financial condition throughout the fiscal year?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

8. DEVELOPMENT OF GOALS/POLICIES AND IMPLEMENTATION

Does the City Manager recognize and support the City Council's responsibility for establishing City policy? Does the City Manager assist in the process? Are City Council policies and directives carried out by the City Manager? Are City Council goals/policies adequately communicated to the community? Is the City Council kept informed of progress on implementing goals/policies?

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

9. CURRENT CITY PRIORITIES

1. Oversee completion of the Community Center. Keep City Council and community informed of construction activities. Direct start-up operations of the new facility.
2. Continue efforts to incorporate community-oriented policing principles in the day-to-day operations of all facets of the Police Department. Promote police visibility and presence through such methods as bike and foot patrols, strong traffic enforcement, use of radar trailer, etc.

3. Promote a comprehensive approach in addressing pedestrian safety issues through measures such as enforcement, education, and engineering solutions, where applicable. Coordinate efforts with the Safe Roadways Committee.
4. Continue to look for ways in which the City's communications and technological systems could be enhanced to provide a higher level of customer service and to utilize existing resources in a more efficient and cost-effective manner.

Poor	Below Avg	Satisfactory	Good	Excellent
1	2	3	4	5

(I do not have enough personal knowledge to evaluate the City Manager for this category)

Comments:

10. **STRENGTHS AND IMPROVEMENTS**

- A. What do you consider to be the City Manager's greatest strengths?

- B. What areas need to be improved?

- C. In what areas could the City Council provide better support to the City Manager?

11. **GOALS FOR THE COMING YEAR**

List below a maximum of five specific goals that the City Manager should work to complete during the coming year:

- 1.
- 2.
- 3.
- 4.

5.

12. **ANY ADDITIONAL COMMENTS**

Councilmember's Signature